



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: February 7, 2022
SUBJECT: HR Update on the FY 22 (January) One-Time Bonus, COLA, and Merit

Dear Colleagues,

As President Pines shared in his memo to the campus on January 14, 2022, Governor Hogan has funded a one-time \$1,500 bonus for most state employees, 1% COLA for January, and a merit salary increase. This communication provides details pertaining to these salary increases.

ONE-TIME BONUS

The one-time bonus of \$1,500 is prorated based on FTE. Eligible employees must have an active PHR appointment with start dates less than 01/2/2022 and appointment termination dates greater than 01/15/2022. The bonus was paid to eligible employees in the paycheck dated **February 4, 2022**.

The following employment categories systematically received the one-time \$1,500 bonus (Prorated by FTE):

- 01-Tenured Faculty
- 02-Tenure Track Faculty
- 03-Faculty Non-Tenured Term Contract
- 04-Graduate Assistant
- 15-Faculty Non-Tenured Continuing Contract
- 20-Nonexempt Regular
- 25- Post-Doctoral Scholars
- 33-Exempt Regular
- 37-Faculty Non-Regular-Non-Tenured

CONTINGENT II EMPLOYEES

The USG Office of Human Resources has processed the one-time bonus (prorated) for eligible CII staff manually. The bonus will be reflected in the paycheck dated **February 18, 2022**.

CONTINGENT I EMPLOYEES

USG has made the decision to offer the one-time bonus (prorated) to all eligible CI staff. The USG Office of Human Resources will be processing these pay adjustments manually. We will notify the applicable employees once these bonuses have been processed in the system.

COST OF LIVING ADJUSTMENT (COLA)

The COLA salary increases have been systematically applied in PHR with an effective date of 01/02/2022 (Pay Period 15) and a pay period effective date of 1/30/2022 (Pay Period 17). A retroactive pay adjustment for PP15 and PP16 have also been systematically generated in PHR. Employees will see the salary increase and adjustment in their paycheck dated **2/18/2022**.

A 1% COLA base salary increase has been added to the current base salary of all active employees within the following employment categories:

- 01-Tenured Faculty
- 02-Tenure Track Faculty
- 03-Faculty Non-Tenured Term Contract
- 04-Graduate Assistant
- 15-Faculty Non-Tenured Continuing Contract
- 20- Nonexempt Regular
- 25-Postdoctoral Scholars
- 33- Exempt Regular
- 37- Faculty Non-Regular-Non-Tenured

These employees must have an active appointment in PHR with an appointment start date prior to 1/2/2022.

CONTINGENT I/II EMPLOYEES

The USG Office of Human Resources will be manually processing COLA salary changes for eligible contingent I and II employees after the contract addendums have been routed and approved. Retroactive pay adjustments will be processed once the contract and the salary changes are approved in the system.

MERIT

A 2.5% merit salary increase has been systematically applied in PHR for employees outlined below. Employees will see the salary increase and adjustment in their paycheck dated **03/04/2022**. A 2.5% merit increase was applied to the Pay Period 17 base salaries for employees who meet these criteria:

- Regular active nonexempt (cat stat 20) employees who have an active PHR appointment as of Pay Period 17 and completed their original probationary period by June 30, 2021.

- Regular active exempt and faculty employees in the categories below who have an institutional hire date on or before March 31, 2021
 - 01-Tenured Faculty
 - 02-Tenure Track Faculty
 - 03-Faculty Non-Tenured Term Contract
 - 15-Faculty Non-Tenured Continuing Contract
 - 33-Exempt Regular

CONTINGENT I/II EMPLOYEES

The USG Office of Human Resources will be manually processing Merit salary changes for eligible contingent I/II employees after the contract addendums have been routed and approved. Retroactive pay adjustments will be processed once the contract and the salary changes are approved in the system.

We appreciate your support and patience as we work through processing these salary changes. Should you have any questions, please do not hesitate to contact the Office of Human Resources.

Regards,

Nitshu

Nitshu Joshi, M.P.S.

Manager
Office of Human
Resources

The Universities at Shady Grove

9636 Gudelsky Drive, Building III, Office 3155
Rockville, MD 20850
T 301-738-6114 | F 301-738-6140

shadygrove.umd.edu

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